

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: August 1, 2006 To: August 31, 2006

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

<input checked="" type="checkbox"/>	Feasibility Study	Complete
<input checked="" type="checkbox"/>	Implementation Phase:	In Progress
<input checked="" type="checkbox"/>	Common Vision	Complete
<input checked="" type="checkbox"/>	Phase 1 (Current Functionality+, Deployment, Accessibility)	In Progress
<input checked="" type="checkbox"/>	Iteration 0 (Foundation)	In Progress
<input type="checkbox"/>	Phase 2 (Pre-approval)	Future
<input type="checkbox"/>	Phase 3 (Reporting & Querying)	Future
<input type="checkbox"/>	Phase 4 (Other Expenses)	Future
<input type="checkbox"/>	Phase 5 (HMRS Interface)	Future

Phase Deliverable

- Develop project plans for change, issue, risk and staffing management.
- Revise project charter.
- Develop test plan.
- Get feedback from User Group on designated issues.
- Identify issues critical for Phase 1.
- Identify iteration sequence and content for Phase 1.
- Develop draft of database model.
- Merge Parking Lot items from the Feasibility Study into the TTPro Issues Log.
- Trace the TTPro Issues to requirements.
- Design the high level technical architecture.
- Contact Debbie Cook about accessibility testing and consultation.
- Set up the various technical environments.

Achievements

- Held a Customer Meeting with 25 TVS customers to review and discuss the project.
- Developed, reviewed and finalized the Test Plan.
- Moved the Parking Lot items into TTPro. Traced the issues to the appropriate functional area or specific requirement in the Software Requirements Specification.
- Drafted the project plans and revised project charter.
- Conducted one-on-one interviews with all nine User Group members and reviewed issues with them.
- Reviewed drafts of the process model and logical data model. The TEMS developers will work in partnership with the database architect to refine the database model as the project progresses.

Objectives for the next reporting period & Deliverable Schedule

- Meet with the User Group to review designated issues and decisions the TEMS Team has made.
- Define the iterations for Phase 1.
- Determine the initial techniques the Team will use to draft, review, analyze and elaborate the requirements, use cases, test cases, and design document as we enter Iteration 1.
- Initialize project processes for change, issues management, risk management, and staffing management.
- Develop the task list and schedule for Iteration 1.
- Develop a SharePoint project site to promote document management and team communications.
- Contact Debbie Cook about accessibility consultation.

Schedule

Phase 1, Iteration 0 is scheduled to complete the end of September. Phase 1, Iteration 1 is scheduled to begin October 2, 2006.

Budget

No issues or comments related to budget this period.

Issues

The Team will be short-staffed over the next two months. Kent Andrus, our developer manager, has accepted the position of Application Development Manager for Statewide Financial Systems. We are filling Kent's position and will likely be short a developer through September. Denise Tabler, a product manager, is out for 4-6 weeks starting August 29.

Risks**Newly discovered or re-arisen, including Risk Severity Indicator**

- No new risks identified.

Progress Summary

Event		Effort			Schedule					
Milestone	Estimates	Actual (July 31, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000 (original) 3800 (revised)	3181	Done	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	May 2, 2006
Common Vision	1200	1340	Done	(140)	May 1, 2006	NA	May 1, 2006	July 20, 2006	July 30, 2006	July 30, 2006
Phase 1 Iteration 0 (Foundation)	900	0			August 1, 2006	NA	August 1, 2006	Sept. 30, 2006	NA	